



**MOUNT HOUSE
SCHOOL**

INSPIRING EVERY INDIVIDUAL

SCHOOL POLICIES

ATTENDANCE

Review	Date	By
Last Reviewed	September 2020	
Next Review	September 2021	

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Requirements

- Regular attendance at Mount House is vitally important for a pupil's academic achievement. It is important that staff, parents and pupils are familiar with the Attendance Policy operating at school.
- Pupils who are absent for any reason are expected to complete missed work. It is the responsibility of the pupil to obtain and complete assignments.
- Should a pupil be excluded for any reason, the school will ensure that appropriate work is set for completion.
- All work missed by absence, for whatever reason, is due in on the day the pupil returns to school.
- Pupil showing patterns of non-attendance or with any unauthorised absence, where it is clear that the absences could be a sign of early truanting, will be subject to immediate consequences and parents will be called into the school.
- Consequences may range from a pupil being placed in detention to the pupil's parents being reported to the appropriate authorities that could, in serious cases, result in a court appearance.
- Specifically for Covid-19 and schools reopening in September, this document is linked to <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations>

Registration and Absence

- Registers are taken for both morning and afternoon sessions and Mount House will telephone parents should there be unexplained absence of which the school has not been notified.
- In addition to the statutory required registrations, all lessons are registered using ISAMS.
- Parents who request leave of absence must write to the Principal requesting permission using the appropriate form, which is found at Reception. Absences for such things as family holidays are frowned upon and except in exceptional circumstances, parents should not expect these to be approved.
- Senior members of the pastoral leadership will monitor attendance and will always investigate the reasons for absence of any pupil with a significant record of absence, with less than 90% attendance causing significant concern and less than 85% causing serious concern.

Attendance expectations post School closure in March 2020

In March 2020 when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Pupils and families who are anxious about return to school

All other pupils must attend school. Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age

must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

Safeguarding and attendance

The DSL ensures the following safeguarding-related procedures:

- Following up unexplained absences of any child with a telephone call from the school on the morning of the first day of absence.
- Notifying social services if there is an unexplained absence of more than two days of a pupil who is on the child safeguarding register.
- Notifying the local authority when a child moves to a new school at any point during their time at the school.
- Notifying the local authority when children are added to the school roll.
- Any Welfare Concern Forms completed by staff relating to absences.

Further Information

Parents and pupils should carefully read and sign any documentation received from Mount House relating to conduct and attendance and are required to work closely with the school to support good attendance as a preparation for the world of work and lifelong learning.

Our website www.mounthouse.org is updated daily, and this policy and other relevant material is published there. The school calendar is published on a termly basis and dates when the school is open can be accessed from the home page.

School emergency closures for such things as extreme weather will also be published on the home page of our website, Twitter and via email.

For any contact regarding non-attendance, please telephone 0208 449 6889 or email reception@mounthouse.org.uk. The school reception and form tutor must be notified in advance of any medical/dental appointments or other planned absence from school.